

## LOCAL AND TRIBAL GOVERNMENT BID REVIEW CERTIFICATION FORM

As a duly authorized representative of the Local Government of  
whose address is \_\_\_\_\_, \_\_\_\_\_, Montana, 59\_\_\_\_.

Project Name: \_\_\_\_\_ Project Number: STPE \_\_\_\_\_ Control No.

Description of Contract Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bid Opening Date: \_\_\_\_\_, 200

**Recommended Successful Low Bidder:** \_\_\_\_\_

I hereby certify as follows:

GENERAL: During the performance of this bid review and preparation of our request for concurrence in the award of this contract the local agency has performed the appropriate tasks as indicated in the CTEP PROPOSAL AND PS & E CHECKLIST.

The bids delivered as specified were opened and publicly read at the established time and place. Bids received but not read aloud had the name of the bidder and the reason for not reading the bid aloud publicly announced at the letting.

During the bid letting, the bidder's name, address and amount of bid was recorded for all bids read on the Bid Recorders Sheet.

EXAMINATION AND CHECKING OF BID PROPOSAL: After the bids were read and recorded, examination and checking of bid proposals activities occurred.

The proposal guaranty was checked for the name of the contractor, the appropriate recipient, the specified percentage, project number, and signature. When applicable, the power of attorney document signature was compared to the guaranty and the allowable percentage was verified, as were dates and signatures. If a check was received, a copy was attached to the bid package and the check was properly stored.

Each "Schedule Of Participation By DBE's" form was examined to be sure the name of the Prime Bidder is listed. The form from each bidder's proposal was evaluated to determine if DBE goals were met.

Unit prices and extensions were checked for legibility. If discrepancies were found, the unit price prevailed unless it was ambiguous, illegible, unintelligible, uncertain, omitted, or is the same as the Total Price, then the amount set forth in the Total Price column prevailed. On unit price contracts this amount was then divided by the estimated quantity for the item, and the price thus obtained was used as the unit price. These corrections, if any, were made on a copy of the bid sheet only and initialed by the reviewer.

Each Proposal Sheet was examined for the name and address of the bidder, and the

signature and seal of the notary.

Each submitted proposal was checked for acknowledgment of receipt of Addendum, if any were issued.

The original bid proposals were not marked or taken apart. Any changes made by addendum to documents in the proposals which required completion by the bidder, were included in the bid proposal unless noted otherwise. All errors or discrepancies, if any, are noted on the original "as read" Bid Recorders Sheet and on the Tabulation Work Sheet.

COMPARISON AND ANALYSIS: An analysis and recommendation was made if the cost of the low bid was:

1. \$50,000.00 or less and exceeds the Estimate by more than 30%.
2. More than \$50,000.00 to and including \$200,000.00 and exceeds the Estimate by more than 25%.
3. More than \$200,000.00 to and including \$500,000.00 and exceeds the Estimate by more than 20%.
4. More than \$500,000.00 to and including \$2,000,000.00 and exceeds the Estimate by more than 15%.
5. More than \$2,000,000.00 and exceeds the Estimate by more than 10%.

The analysis may have included, but may not have been limited to, the following:

1. When the differences between the estimate and low bid were in excess of the above, or when there was poor competition, the plan holders (both bidders and non-bidders) may have been contacted for any information they may have to offer.
2. A review of the Estimate compared to the low bid, taking into consideration previous bids for like work (size and type) in the same general area, price trends in material, equipment and labor, and any unusual conditions that were present.

Copies of all irregular bids, if any, have been attached to the letter requesting MDT concurrence in award for MDT review.

The selected contractor will not be allowed to begin work prior to receiving MDT concurrence in award and the execution of a construction contract; providing the necessary Montana Contractors License in the appropriate class; a performance, labor and materials bond; and proof of insurance.

I acknowledge that this certificate is to be furnished to the State of Montana, Department of Transportation in connection with this project involving participation of Federal-Aid highway funds, and is subject to applicable state and federal laws, both criminal and civil.

\_\_\_\_\_  
Signature of Local or Tribal Government Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Held

\_\_\_\_\_  
Local or Tribal Government Name